



**NORWOOD SCHOOL DISTRICT BOARD OF EDUCATION
BOARD MEETING
MINUTES
March 15, 2022**

I. CALL TO ORDER

The regular meeting was called to order at 7:00 p.m. by school board president Mr. Morlang. Those in attendance: Mr. Morlang, Mr. Harris, Ms. Bray, Ms. Snyder, Mr. Fourney, Mr. Ryan, Mr. Bittner, Mrs. Rasmussen, and Mrs. Epright. Guests: Destanie Forbes and Catherine Kolbet.

- A. The Pledge of Allegiance was given by all
- B. Request for Additional Items

Mr. Morlang requested the following action items to be added: Mr. Fourney made a motion to add Action item G: Miss Martins letter of resignation and Action item H: Mrs. Sue Williams letter of retirement. Seconded by Ms. Snyder. Roll call vote: "aye's" 5, "no's" 0. Motion Carried.

II. OPPORTUNITY FOR CITIZENS TO ADDRESS THE BOARD - None

III. COMMUNITY REPORTS

IV. STAFF REPORT - None

V. CELEBRATIONS

There are seven middle school wrestlers and three elementary school wrestlers headed to state wrestling. There will be a send off tomorrow, March 16 at 3:30. Congratulations to all involved.

VI. APPROVE CONSENT ITEMS

- A. Approval of February 15, 2022 Minutes
- B. Approval of March General Fund Bills
- C. Approval of the 2022-2023 School Calendar
- D. Approval of Carla Reams as “In Training” Business Manager for the remainder of the 2021-2022 school year.
- E. Approval of final reading of Policy EHC-Safeguarding Personal Identifying Information
- F. Approval of the revision of Policy DJB Federal Procurement
- G. Approval of the resignation of Elise Martin at the end of the 21-22 school year
- H. Approval of Sue Williams retirement effective June 30, 2022.

Mr. Fourney made a motion to approve action items A: Approval of February 15, 2022 Minutes, B: Approval of March General Fund Bills, C: Approval of the 2022-2023 School Calendar, E: Approval of final reading of Policy EHC-Safeguarding Personal Identifying Information, F: Approval of the revision of Policy DJB Federal Procurement.

Seconded by Ms. Bray. No Discussion. Roll call vote: “aye’s” 5, “no’s” 0. Motion Carried.

VII. ACTION ITEMS

D. Approval of Carla Reams as “In Training” Business Manager for the remainder of the 21-22 school year.

Ms. Snyder made a motion to approve Carla Reams as “In Training” Business Manager for the remainder of the 21-22 School Year. Seconded by Ms. Bray. Mr. Bittner stated Carala is ready to learn and will start tomorrow March 16, 2022. Roll call vote: “aye’s” 5, “no’s” 0. Motion Carried.

G. Approval of Elise Martin’s resignation at the end of the 2021-2022 school year.

Ms. made a motion to approve the resignation of Elise Martin effective at the end of the 2021-2022 school year. Seconded by Ms. Snyder. Mr. Ryan stated Elise is doing well and will finish the school year. Roll call vote: “aye’s” 5, “no’s” 0. Motion Carried.

F. Approval of the retirement of Mrs. Susan Williams.

Ms. Snyder made a motion to approve the retirement of Mrs. Susan Williams with the intent to work one more year. Seconded by Mr. Fourney. Mr. Bittner stated that Sue will work one more year. Roll call vote: “aye’s” 5, “no’s” 0. Motion Carried.

VIII. MISCELLANEOUS REPORTS

A. UNBOCES

Mr. Morlang stated the BOCES had to move their office to the High school building due to renovations being done on the elementary school.

IX. NEW BUSINESS - NONE

X. OLD BUSINESS

Neehan- Mr. Bittner reported he met with April Montgomery, a representative from the Telluride Foundation, on Friday. They discussed the housing project and said it is possible for Norwood Schools to maybe purchase two houses if we would like to. There will be a lottery in August and preference is given to people who work and live in Norwood. Houses will be deed restricted. Mr. Bittner stated it is very important we establish a working relationship with the Telluride Foundation, they may help us in the future with other projects.

Bond - Todd Snidow came and met with Mr. Bittner and two of the board members. He had ideas on the best way to approach the bond issues. He stated it would be better to wait and let the current bond sunset and apply for the Best Grant and then go to the community for a bond when the Best Grant is available. This would be the way to be good stewards of the taxpayers money. The board will need to educate the community with all the facts and figures to meet the requirements of the Best Grant.

XI. PRINCIPAL REPORT -see attached

Mr. Ryan added to his report the change to the Alma system for the Student Information System will begin in April and hopefully will have all in place for the 2022-2023 school year.

XII. SUPERINTENDENT REPORT - See attached

Mr. Bittner added to report the configuration of the two libraries. It is the hope to move the elementary school into the high school library and have just one library. The amount of circulation from each library is so small, it should work just fine and we will need just one person to run the library. With that change, the elementary school library will become the area for the fifth and sixth grade classrooms.

Mr. Bittner also stated he will be working with the kitchen crew to improve services.

Mr. Bitter stated the athletic survey was to go out next week. The biggest concern is the safety of our students with football.

XIII. EXECUTIVE SESSION

A. Pursuant to CRS 24-6-402-(4) (a) Land Purchase

Ms. Bray made a motion to go into executive session for CRS 24-6-402-(4)(a) Land Purchase at 8:28 p.m. Seconded by Mr. Fourney. Roll call vote: "aye's" 5, "no's" 0. Motion Carried. Those in attendance were: Mr. Morlang, Mr. Fourney, Mr. Harris, Ms. Snyder, Ms. Bray, Mr. Bittner, Mr. Ryan, Mrs. Rasmussen and Mrs. Epright.

Mr. Fourney made a motion to come out of executive session at 8:53 p.m. Seconded by Ms. Snyder. Roll call vote: "aye's" 5, "no's" 0. Motion Carried.

XIV. ADDITIONAL ACTION ITEMS - None

XV. ADJOURNMENT

Ms. Bray made a motion to adjourn the meeting at 8:57 p.m. Seconded by Mr. Fourney.
Roll call vote: “aye’s” 5, “no’s” 0. Motion carried.

Respectfully submitted,
Susan Epright

Norwood Public Schools

Superintendents Report

March 15, 2022

General Report

February and March brought our school closer and closer to formally establishing relationships with other community organizations. We are working on MOUs with the fire district, library, and recreation departments. Each represents partnerships to help the section move forward.

At the last few Town of Norwood meetings, we have been present to make sure the community understands that we want to work as partners, not adversaries. We will be working on partnerships that include Senior Citizen activities here on weekends.



We have several operational projects taking a significant amount of time for both Frank and me that will cover in the sections below. Part of our challenges is the limbo we are in with our buildings. As we move through the Master Plan process, we are hoping to get clarity on our priorities.

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Operations

Our technology building presents several challenges regarding the sewer and water systems. We have contracted a plumber to diagnose several issues with the building. We are hearing from a few retired school officials that these issues have been present since the completion of the building in 1990 and have never been formally addressed.

Through the diligent efforts of Ken and Frank, we have been able to have the new windows installed in the elementary school to allow our teachers to safely open windows without compromising the safety of the students or staff.



An example of the supply chain issues, we placed the order for these windows in October and received them in February. The installation had a few delays and the provider was not helpful. We learned from this \$6000 process that we need to have someone fully engaged with contractors and suppliers for future projects.



The summer HVAC project is moving forward as planned. We had a contractor meeting on March 2nd to give them our timeline and expectations. We will have the electrical contractor start to run wire on the weekends in April. Having the electricians begin in April, we are more likely to meet the expected completion date of July 29th. We have informed the staff that the K8 building will be closed during the

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summer to ensure the contractors will be unobstructed during their work on the building. We will provide the board updates throughout the summer on this project.

Food Services

We have begun to replace several of our outdated equipment with the additional federal funds we have been collecting over the past few years. Many of our kitchen appliances are 20+ years old and cost us thousands in their inefficiencies and maintenance costs.

We will be purchasing several non-perishable food items in addition to the capital improvements to our kitchen. The HVAC installation will allow us the opportunity to make necessary changes to the kitchen to improve its flow and function. The construction over the summer will limit our capacity to store frozen items. However, this will make sure all of the food items are fresher and healthier for our students.

Business Manager

We are delighted to announce the hiring of Carla Reams as our Business Manager in Training for the remainder of the 2021-2022 school year. We are working diligently to create a training program that will allow Susan the time and flexibility to train Carla in the most effective manner possible.

The 2022-2023 budget process is in full swing, with Sam and I am looking at the staffing situation and trying to make sure we are running as effectively and efficiently given limited resources. Sam and I have identified several systems that can run more effectively, so we will be presenting some of these organizational suggestions in the coming two board meetings.

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Board Resources:

<https://co.chalkbeat.org/22899633/colorado-education-school-bill-tracker-2022>

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Norwood Public Schools Board of Education
Principal's Report
03-15-22

Respectfully Submitted by Sam Ryan

Behavior

In an effort to bring down the number of students who are failing a class(es) whether because of behaviors or an additional need for academic support, we have implemented or increased working lunches (lunch & learn), after school detentions, and brought back a Friday school option from 9-11 a.m. as needed and as noted in these letters that were sent home to families.

[HS Expectations](#)

[MS Expectations](#)

The process has been very successful for some, and not changed major outcomes for others. There have been a consistent number of approximately 13-17 kids from the HS and 8-12 from the MS assigned to this process almost every week. Many are working their way out of the working lunch or Friday school by completing enough work to bring their grades back to passing within a day or two. We are working on ways to help the students keep from getting just to passing and "stopping" for another week to start the process over again the next week. Student apathy is real, and we are working to creatively combat the reality.

Communication

[Letter to 5th Grade parents](#) regarding location change and practices for 6th-grade students during the 2022-23 school year.

[SMRC Lesson Plans](#) and Opt-Out Option: Letter sent to all secondary families explaining lesson plans from SMRC and giving an option to opt-out if a family should so choose.

Grades 6-12 Family Conferences: 3/21 & 3/23 from 4:30-7:30 in new APR.

[Letter to Senior Families](#) about Yearbook needs.

Jobs posted in several locations: TalentEd, Indeed, School Spring, CASE, and our website.

- ½ time Spanish
- ½ time Shop
- 7-12 ELA
- 2 primary grades

1 applicant thus far, and one phone call that I will be following up with again soon.

Personnel Development

- SSaCC Day Trainings have included the following topics:

[SSaCC Day March Agenda](#)

- CMAS Proctor Training
- Handbook revisions
- ES Math minimum competencies
- Testing Scheduling
- ALMA demo and walkthroughs
- PBIS SAS survey and Meeting

SSaCC Day April Agenda

- Guest speaker: Student choice boards and teaching practices during block instruction

- PBIS refresher training
- Time for staff to make family phone calls for MTSS family engagement survey.

Time

Evaluations: Are still in progress. Many are now completed. Sam and Sara are working to complete as soon as possible.

CMAS/SAT Testing: Student prep is happening throughout the school. Dates are scheduled for testing to occur in April. 4/12-14 and 4/19-21. Grades 6-8 Math/ELA Grads 5 & 8 Science, Grades 3-5 Math/ELA and PSAT 9/10 and SAT 11.

Mock Crash: Event is scheduled for Monday, April 18th. West End MS/HS has been invited to attend, all secondary students will participate throughout the day.

Other Important Information

Quarantines: Are not gone, but have diminished greatly this past month. Hopefully, this will stay the case, we have seemingly had a stomach bug hitting several quickly and taking them down for a couple of days at a time.

Early Literacy Grant (ELG): Sara Rasmussen and team have submitted this grant application. She is also working on a smaller PD grant as well at this time.

MLT Planning: Our MLT has been working hard to create PD plans for the next school year around the concept and practice of learning targets for focused instructional practices. They have also been building a family engagement survey that will be conducted via phone by school staff to all families, hopefully in April. The data gathered from the surveys will be used to further drive family partnerships and planning moving forward. The team is making major headway with their team leadership, planning, and collaboration.

PBIS: Has been working to complete training materials for staff (new and current) around best practices and methods of teaching and re-direction that are positively impactful in every classroom. The team has also been training and supporting staff through the increased use of Tier II interventions to include Check-in-Check-out points cards and mentoring conversations. The team in conjunction with the restorative practices team has also started a book study over the book *Better Than Carrots or Sticks* for their own improved practice, and possibly as a primer for a whole staff study moving into next school year.

Scheduling and room assignments for 22-23 School Year: The secondary schedule is completed, with a couple of hopeful hypotheticals in it. Sara and Sam will begin the process of finalizing a primary schedule in the coming week. Conversations have been held with many Primary staff about potential grade level assignments and room movements that may occur moving into the next school year.